



FOREST SERVICE HANDBOOK ROCKY MOUNTAIN REGION (REGION 2) DENVER, CO

FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

Supplement No.: r2_5109.34-2002-3

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Regional Forester

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New Document(s):	r2_5109.34_40	1 Page
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Digest:

As a member of the Rocky Mountain/Great Basin Coordinating Groups (RM/GBCG), Region 2 shall follow direction issued in RM/GBCG Supplement 2002-3. Interagency guidelines and procedures for emergency incidents within the Great Basin have been developed by the Rocky Mountain/Great Basin Fire Business Management Working Committee, and are in line with MOU's and other agreements among Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and state agencies.

43 – Includes new name and address for Buying Team Coordinator, changes required and suggested training and team configuration.

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

DENVER, CO/OGDEN, UT

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

Supplement No.: RM/GBCG-2002-3

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Approved: WILLIAM CLARK
Great Basin Coordinating Group

Approved: LEN DEMS
Rocky Mountain Coordinating Group

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New Document(s):	NWCG HB2_40	3 Pages
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43 - BUYING TEAM COORDINATION

Only individuals with delegated procurement authority are authorized to make purchases. Do not purchase expensive or deluxe items when lower cost items will meet the needs. Follow procedures set forth in the Buying Team Standard Operating Procedures.

1. Buying Team Coordinator. Provides Buying Team training for the Rocky/Basin Geographic Area. Establishes contact with all Rocky/Basin Buying Team leaders to ensure effective communications between teams. Certifies that team members meet qualifications and training standards. The Buying Team Coordinator for the Rocky/Basin Geographic Area is:

Diana Patera
U.S. Forest Service
P.O. Box 25127
Lakewood, CO 80225-0127
303/275-5288

2. Buying Team Configuration. Type I National Buying Team is a seven-member team consisting of a leader, five members and one trainee. Trainees or local agency members may be added as needed. The composition of these teams shall be a leader, assistant leader, one additional procurement officer, three support personnel, and one trainee position. The team shall include one GS-1102 contracting officer with at least \$100,000 authority, and two GS-1105 purchasing agents with \$10,000 to \$100,000 authority depending on experience.

a. Area Type I Buying Teams may have the same configuration of the National Teams, but are used exclusively within the Rocky Basin Area. These teams shall consist of a leader, assistant leader, one additional procurement officer, three support personnel with micro purchase authority, and one trainee. The teams may be dispatched in type II configurations while not in the 1,2, or 3 positions on national rotation, and with permission of the team leader. Primary team members must be from the Rocky/Basin Geographic Area. Support personnel (such as runners) may be added as needed to supplement the primary team.

b. Area Type II Buying Teams is a three-member team consisting of a leader and two members. These teams are used exclusively within the Rocky Basin Area. These teams consist of at least one GS-1105 Purchasing Agent with \$25,000 or above, and two support personnel with micro purchase authority. Primary members must be from the Rocky/Basin Geographic Area. Support personnel (such as runners) may be added as needed to supplement the primary team.

3. Mobilization within the Rocky Basin Area. Type I Buying Teams (7 members) are automatically dispatched with a Type I Incident Management Team in the Great Basin Area.

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In the Rocky Mountain Area, a Type I Buying Team is ordered by the Incident Agency, as needed.

Type II Buying Teams (3 members) are automatically dispatched with a Type II Incident Management Team in the Great Basin Area.

Type II Buying Teams are available for dispatch to Rocky Mountain Area, if requested.

4. Responsibilities. The Buying Team works for the Incident Agency and reports to the Incident Business Advisor to support procurement activities.

The responsibilities for the Buying Team and its members are detailed in the National Interagency Team Guide, PMS 315. If contradictions occur, the Incident Business Management Handbook and the Mobilization Guide take precedence.

The following training is required for all buying team members, including alternates and trainees:

1. Rocky/Basin Buying Team training.
2. I-100, Intro to Incident Command System.
3. S-110, Wildland Fire Suppression Orientation.
4. S-260, Interagency Incident Business Management.
5. Purchase Card and Convenience Check training.

The following training is recommended for all Buying Team members, including alternates and trainees:

6. D-110, Dispatch Recorder.
7. I-200, Basic Incident Command System.
8. S-261, Applied Interagency Incident Business Management.
9. National Interagency Buying Team Guide (self-study).
10. Interagency Fire Procurement Training (off the shelf).

Additional training recommended for Buying Team leaders and any GS-1102 personnel on the team:

11. S-360, Finance/Administration Unit Leader.